

DIRECT SCHEDULING

The Go West Summit
Appointment Selection Process



This Session Includes



SET YOUR BREAKS



SELECT COMPANIES



REQUEST
APPOINTMENTS

Set Your Breaks



- Log in
- Click **Appointments** at the TOP of your screen
 - This option will not appear unless payment is received
- Click **Set My Breaks**
- Click the blocks of time to let the system know when you will be unavailable for an appointment

HOME ACCOUNT DETAILS APPOINTMENTS REGISTRATIONS PAYMENTS PUBLIC SITE

Appointment Selections

Subscribe to receive email alerts when new companies register for Go West Summit [Subscribe](#)

You are currently subscribed to Daily Appointment Summary Emails. [Unsubscribe](#)

Companies Selected 0	Requests Sent 0	First Request Sent
Avg. Selected 38.8	Avg. Requests Sent 26.1	Last Request Sent
Requests Received 7	Awaiting Replies 0	Awaiting Your Reply 7
Confirmed 0	Declined 0	Reschedules 0
Total Appt. Slots 73	Appt. Slots Remaining 66 (90%)	Canceled 0

[Cross-Reference Tool](#)

Completed Steps: 0%

1. [Set My Breaks](#)
2. Select Companies
3. Request Meetings with Companies and View Schedule
4. Respond to Requests
5. View Pending and Confirmed Requests
6. View Declined/Canceled/Auto-Approved Requests and Reschedules
7. [Download Profiles](#)
8. [Your Meeting Schedule](#) (Download Schedule as Excel Spreadsheet [Here](#))



Select Companies



- Click **Select Companies**
- Add companies to your Request List by clicking the company's name

Appointments > Select Companies

Select Companies

Select Companies You Want to Meet

Welcome **Monica Barton** -- you are logged in as a **Supplier**

[Show Instructions](#)

Meet with Media Clicking this button will allow you to view media delegates, select to meet with them, and them with you.

Meet with Sponsors Clicking this button will allow you to view sponsor delegates, select to meet with them, and them with you.

* - a company has selected your company for an appointment selection.

Companies I Want to Meet

[Hide List](#) 13 companies added

Audley Travel (T9683) Summer Emily United Kingdom	↑ ↓	Remove Details Availability
Connections (T9654)	↑ ↓	Remove Details Availability



Select Companies



- Use the filters provided to make finding companies easier
- Click the **My Profile Matches** button to find companies that match information found in your profile
- Click the **Return to Original List** button to view all companies
- Click **Availability** to check that company's availability

Filter Companies

Filter By Criteria	My Selection List from My Last Symposium	My Schedule from My Last Symposium	My Profile Matches
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Registered Companies

Company Name	Delegate Name	State/Province / Time Zone	Viewed	
ACM Hospitality & Restaurants (S9469)	Alvarado, Jose Markets ▼	AZ	Not viewed	Details Availability
First Time Attendee *Ajamosa Convention & Visitors Bureau (S9668)	Mortensen, Kale Markets ▼	CO	Not viewed	Details Availability
Alaska Railroad Corporation (S9280)	Zadra, Tracy Markets ▼	AK	Not viewed	Details Availability
First Time Attendee Amador Stage Lines (S9614)	Allen, Lisa Markets ▼	NV	Not viewed	Details Availability
*American Indian Alaska Native Tourism Association (S9461)	Greene, Ciarra	NM	Not viewed	Details Availability

Request Appointments



- Click **Request Meetings**
- Open one of the four marketplaces by clicking one of the red **Marketplace** buttons

Appointments > Request Meetings

Request Meetings with Companies and View Schedule

- Available for Requests - Confirmed Request - Waiting for Reply
 - Unavailable - Pending Request

[Set My Breaks](#)

Confirmed **41** Pending **20** (0 Expired) Awaiting Your Reply **3** (0 Expired)
Reschedules **0** Declined **13** Canceled **0**

Click on one of the buttons below to make requests in that marketplace.

Marketplace 1 Tue, Feb 27

8:00 AM	1:00 PM	9:00 AM	
8:12 AM	1:12 PM	9:12 AM	1:15 PM - 2:15 PM Speed Appointment Session
8:24 AM	1:24 PM	9:24 AM	
8:36 AM	1:36 PM	9:36 AM	2:15 PM
8:48 AM	1:48 PM	9:48 AM	2:27 PM
9:00 AM	2:00 PM	10:00 AM	2:39 PM
9:12 AM	2:12 PM	10:12 AM	2:51 PM

Marketplace 2 Tue, Feb 27

Marketplace 3 Wed, Feb 28

Marketplace 4 Wed, Feb 28

Note: A yellow callout bubble with the text "Click Marketplace" points to the Marketplace 1 button.



Request Appointments



- Click the **Find Companies** button on any of the time slots to start slotting appointments into place
- The Available Companies column lists all companies in your request list that are available to meet at that date and time
- Simply click the name of the company to request a meeting

Appointments > Request Meetings > Marketplace

Request Meetings with Companies

- Available for Requests - Confirmed Request - Waiting for Reply
 - Unavailable - Pending Request
B - Buyer Pick S - Supplier Pick SY - System Pick

[Set My Breaks](#) [Refresh Appointments](#)

Marketplace 3 Wed Feb 28 ▾
[<< Return to full schedule](#)

** - a company has selected your company for an appointment selection.*

Marketplace 3 Wed, Feb 28	Available Companies	Unavailable Companies	Reschedule Requests
9:00 AM *Reno Tahoe Confirmed - S	*Visit Morro Bay Details View Availability	*Vista Host Hotels *Visit California	No reschedules yet.
9:12 AM FIND COMPANIES		Pending/Confirmed Requests American Indian Alaska Native Tourism Association Feb 27, 8:36 AM (Confirmed) Aramark Destinations	Declined/Canceled Requests Aquarium of the Pacific Feb 28, 9:12 AM (Declined) Argosy Cruises Feb 28, 3:15 PM (Declined) BookMyGroup

Reviewing Requests



- Click any **Marketplace** button that shows pending requests
- Click the **Respond** button beside the blue pending request within 96 hours
- From there you can accept the request, decline the request, or suggest to meet at a different time
- You will have an opportunity to explain why you'd like to reschedule or decline each request

Appointments > Respond to Pending Requests

Respond to Pending Requests

	Meeting Time	Company	When Sent
Reply	Feb 28 10:12 AM	Hansji Hotel Group Details	Jan 25 1:09 PM
Reply	Feb 28 11:24 AM	Cumbres & Toltec Scenic Railroad Details	Jan 25 2:23 PM
Reply	Feb 28 2:51 PM	Willamette Valley Visitors Association Details	Jan 25 3:34 PM

Reply to Appointment Request X

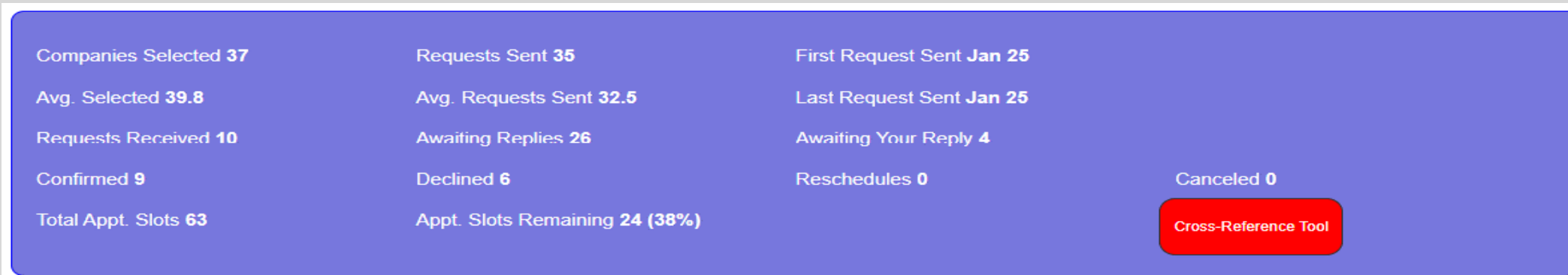
*Hansji Hotel Group would like to meet with you at 10:12 AM.

- Accept the request
- Decline the request
- You want to meet at a different time

Please give a reason if you are declining the request or want to reschedule the appointment.

[Reply](#)

Appointments Dashboard Key



- **Companies Selected** shows how many companies are in your Select Companies list
- **Avg. Selected** is the current average for your registrant type (Buyer/Supplier/Media/Sponsor)
- **Requests Received** is a running total of how many requests you receive
- **Confirmed** shows how many appointments have been confirmed
- This registrants shows **68 Total Appointment Slots**
- This registrant has sent three appointment requests
- **Avg. Requests Sent** is the current average for your registrant type (Buyer/Supplier/Media/Sponsor)
- **Awaiting Replies** is the current number of requests you have sent that are pending. Pending requests automatically approve 96 hours after being submitted.
- This person has zero **Declines**
- Since this registrant has zero confirmed appointments, all 68 appointment slots are still available.
- **First Request Sent** shows when your first request was sent
- **Last Request Sent** shows when your most-recent request was sent
- **Awaiting Your Reply** shows how many pending requests are awaiting your reply. Click the **Respond to Requests** link on your landing page to respond.
- **Reschedules** shows how many rescheduled appointments you have confirmed.
- **Canceled** shows how many appointments have been canceled.
- **Cross Reference Tool** - Use this tool to be sure you've requested meetings with everyone on your list.

